MS Ed Elementary Education Grades 1-6
EDU 504 – Early Field Experience Seminar

Introduction

EDU 504 is a pre-student teaching experiences seminar course wherein you will be required to complete a minimum of 100 pre-student teaching fieldwork hours in addition to fulfilling the coursework seminar attendance and assignment requirements. All 100 hours and appropriate coursework must be satisfactorily completed by the end of the semester, before a successful grade can be given in EDU 504.

Pre-Student Teaching Fieldwork Hours Requirements (minimum of 100 hours, of which:)

- Approximately 50 hours must be in primary grades 1-3
- Approximately 50 hours must be in intermediate/junior grades 4-6
- At least 51 hours must be completed in a classroom setting
- At least 15 of your hours must be working with Students with Disabilities (mild to severe)
  - Students with Disabilities (SWD) are those that have been identified and issued an IEP, 504 Plan, or other mandated modification
  - This may include small group tutoring, an aide to a student with a disability, or an inclusive classroom setting
- A variety of diverse educational settings
  - Cultural diversity (student population has at least 10% American Indian, Black, Hispanic, Asian, Multiracial – refer to https://reportcards.nysed.gov/ for demographics on specific districts in New York State)
  - Economic diversity (student population has at least 30% eligible for free or reduced lunch program – refer to https://reportcards.nysed.gov/ for demographics on specific districts in New York State)
  - English Language Learners
  - Rural, urban, suburban, international
  - Public, private, charter, parochial

There are several ways to accumulate pre-student teaching fieldwork hours. Each student may apply to have up to 80 hours of prior fieldwork, within the last four years, considered for approval by their course instructor. Refer to the “Pre-Student Teaching Experiences Consideration Instructions” for detailed information. The majority of the pre-student teaching hours must be completed in a classroom setting, but other youth experiences may be accepted, with limitations, in an after school program, tutoring, religious education, coaching, mentoring program, or other youth related service or agency. Course instructors will assist students in finding and approving appropriate places to complete the remaining pre-student teaching field experiences. Every student is required to complete at least 20 pre-student teaching hours during the current semester.
Pre-Student Teaching Experiences Consideration Instructions

MS Ed Elementary Education Grades 1-6
EDU 504 – Early Field Experience Seminar

For each pre-student teaching experience you participate in, both prior and present, the following information will be required:

1. A validation form must be completed for each experience you wish to have considered.

2. For each experience that was 10 or more hours of fieldwork, the validation form must be accompanied by a signed written statement on official letterhead from the site supervisor.
   a. The letter must include start and end dates, a description of the fieldwork completed, grade levels of youth involved, and the total number of hours completed.

3. A detailed observation/participation reflection (assignment and rubric may be found in the Pre-Student Teaching Handbook located online at [http://www.medaille.edu/pre-student-teaching](http://www.medaille.edu/pre-student-teaching) or from your course instructor).

Up to 80 hours of prior pre-student teaching experiences may be considered for acceptance by your course instructor. Course instructors will have the final determination of the number of hours that will be accepted. If you have prior pre-student teaching experiences within the last five years that you would like considered, you must complete all three of the above steps for each experience and remit the documents to your course instructor for their approval.

Pre-Student Teaching Acceptable Education Experiences with Maximum Hours Permitted

As a reminder, the majority of your fieldwork hours must be completed in a grade 1-6 classroom setting. If you are accumulating hours in non-classroom settings, refer to the chart below to determine the maximum number of hours permitted in each setting. **No more than 49 total hours will be permitted outside of a classroom experience.**

<table>
<thead>
<tr>
<th>Non-Classroom Experiences</th>
<th>Maximum Hours Permitted – Not to Exceed 49 total hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PreK or Kindergarten (outside of your certification area)</td>
<td>10 hours</td>
</tr>
<tr>
<td>Grades 7 through Adult Education (outside of your certification area)</td>
<td>10 hours</td>
</tr>
<tr>
<td>Coaching</td>
<td>20 hours; (10 hours for grades 1-3 &amp; 10 hours for grades 4-6)</td>
</tr>
<tr>
<td>Camp Counselor (YMCA, Scouts, etc.)</td>
<td>20 hours; (10 hours for grades 1-3 &amp; 10 hours for grades 4-6)</td>
</tr>
<tr>
<td>Tutoring</td>
<td>20 hours; (10 hours for grades 1-3 &amp; 10 hours for grades 4-6)</td>
</tr>
<tr>
<td>Teaching Religious Education</td>
<td>20 hours; (10 hours for grades 1-3 &amp; 10 hours for grades 4-6)</td>
</tr>
<tr>
<td>Aide to a Student with Disabilities</td>
<td>15 hours</td>
</tr>
<tr>
<td>After School Program</td>
<td>10 hours</td>
</tr>
</tbody>
</table>

**NO CREDIT CAN BE GRANTED FOR BABYSITTING, NANNY DUTIES, PARENTING, OR TUTORING ONE’S OWN CHILD!**

Effective Fall 2012
Pre-Student Teaching Experience Validation Form
MS Ed Elementary Education Grades 1-6
EDU 504 – Early Field Experiences Seminar

Complete the validation form below for EVERY experience you wish to have considered for credit. All validation forms must be accompanied by the required documents (reflection and letter signed by site supervisor) in order to be considered.

Select one:
☐ Prior Experience to be Considered  ☐ Current Experience Completed During this Semester

Student Name ________________________________

Site/School Name ________________________________

Site/School Address ________________________________

Site/School Phone Number ________________________________

Date Experience Began ________________________________  Date Experience Ended ________________________________

Grade Level (select one):
☐ PreK/K  ☐ Grade 1-3  ☐ Grade 4-6  ☐ Grade 7-Adult Ed

Educational Setting (check all that apply)
☐ Culturally Diverse  ☐ Public School  ☐ Urban
☐ Economically Diverse  ☐ Charter School  ☐ Suburban
☐ English Language Learners  ☐ Private School  ☐ Rural
☐ Students with Disabilities  ☐ Parochial School  ☐ International

Total Hours from this Experience ________________________________

Site Supervisor’s Name ________________________________

Site Supervisor’s Signature ________________________________

Validation Reviewed By: ________________________________

Total Hours Approved: ________________________________

Effective Fall 2012
Pre-Student Teaching Credit Review Chart

EDU 504 – Early Field Experiences Seminar  MS Ed Elementary Education Grades 1-6

Complete the chart below and attach to your validation form(s), participation reflection(s), and site supervisor letter(s) to allow your course instructor to determine the number of prior pre-student teaching hours that have been completed for course credit. No more than 80 hours completed prior to the start of EDU 504 can be considered.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Site/ School Name</th>
<th>Site Supervisor/ Teacher Name</th>
<th>Number of Hours of Participation</th>
<th>Completed in a classroom</th>
<th>Completed in a non-classroom</th>
<th>PreK/K</th>
<th>Grade 1-3</th>
<th>Grade 4-6</th>
<th>Grade 7 – Adult Ed</th>
<th>SWD</th>
<th>Culturally Diverse</th>
<th>Economically Diverse</th>
<th>English Language Learners</th>
<th>Number of Hours Approved by Course Instructor (initialied)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After reviewing documentation, it has been determined that you must complete the following hours before the conclusion of EDU 667.

_______ Hours in Grades 1-3  _________ Hours in Grades 4-6  _________ Hours in SWD

Effective Fall 2012
Pre-Student Teaching Experience Credit Confirmation  
EDU 504 – Early Field Experiences Seminar  
MS Ed Elementary Education Grades 1-6

At the end of the semester, each student’s field experience hours should be reviewed and calculated. Refer to the chart below for specific requirements.

<table>
<thead>
<tr>
<th>Hours Completed as Reported by Student</th>
<th>Guidelines that must be met</th>
<th>Total Hours Approved by Instructor (initialed)</th>
<th>Total Additional Hours Still Needed (as determined by instructor)</th>
<th>Place an X in the box when the requirement has been met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours completed in grades 1-3</td>
<td>Approximately 50 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours completed in grades 4-6</td>
<td>Approximately 50 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours completed in a classroom setting</td>
<td>A <strong>minimum</strong> of 51 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours completed working with Students with Disabilities (SWD)</td>
<td>A <strong>minimum</strong> of 15 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours completed and approved prior to this semester</td>
<td>A <strong>maximum</strong> of 80 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours completed during the current semester</td>
<td>A <strong>minimum</strong> of 20 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours of Pre-Student Teaching Experiences</td>
<td>A <strong>minimum</strong> of 100 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Signature ___________________________ Date ___________________________

Instructor Signature _________________________ Date ___________________________

Effective Fall 2012